

## Dripping Springs Community Library District

August 28, 2019

Present: Marcia Atilano, Derek Smith, Bob Richardson, Melva Codina, Yvonne Schick, Missy Atwood

8:43 am. CT meeting called to order

### **Public Comments:**

There were no public comments

### **Reports/Discussion Items:**

#### **Librarian's Report -**

Marcia reviewed librarian notes: The Library received a \$500.00 grant from the National Library Partnership who collaborated with ASRT, the American Society of Radiologic Technologists. Tammy Mierow attended the new teacher orientation held this year at DS Middle School. There were approximately 65 people present. Marie Kimbrough attended the DS Elementary back to school night. Marcia Atilano attended the Belterra Back to School Bash and visited with fifty-seven people, the majority of whom were new to the area. We now have Handicapped Parking signs that meet the requirements of HB 3161 passed this past session in the Texas legislature. HB 1640 passed in the recent legislative session makes a walking quorum a criminal offense. This happens when members of a governmental body gather in successive meetings, in numbers smaller than a quorum, to discuss public business in secret.

#### **Amending the 2019 budget**

The budget needs to add "Legal" under the current "Professional Services". This is to designate the payments we have made to Kate Leverett for her legal services not related to Town Center matters.

#### **Allowing Staff option to receive compensation for unused vacation time at the end of the calendar**

**year.** An employee has been unable to use all his/her vacation time and Marcia would prefer to compensate him financially for the vacation time that has not been spent. This is a case by case option that the Board and Marcia will decide upon.

**Board Member, Yvonne Schick** has informed the Board that she is stepping down from her position as Board Member and Treasurer. The Board will begin a search for a new member.

**Board Treasurer** The Board will begin a discussion regarding this position and add this to the September Board agenda.

**Hays County Elections contract** – The library will begin to receive an elections contract every year from Hays county in case there is a need to use one.

**Job Description for a Capital Campaign Coordinator** – A sample job description was discussed, and the Board believes that this should be a contract employee with incentive bonuses for the donations brought to the Capital Improvement fund. There should be some professional experience in the fund-raising field as well as a connection to the Dripping Spring community. Marcia and Melva will work on creating a job description to present to the Board by next month.

**Status of PGAL contract and scope of work.** Bob presented a draft letter of proposal to be sent to PGAL for architectural and engineering services for the Dripping Springs Community Library future site. He also suggested touring other libraries and meeting with other Library Directors who have recently experienced building a new library.

**TIRZ Board Update** – The TIRZ Board is considering the location of various entities within the designated space for the TownCenter, i.e. the Library, green space, other agencies. Due to changes in the School District’s administration, an extension of the TIRZ Interlocal Agreement may need to be approved.

**Executive Session** – There was no Executive Session.

### **Action Items**

On a motion by Mr. Smith and second by Ms. Schick, the Board voted unanimously to accept a correction to the minutes of the July 21, 2019 Board meeting.

On a motion by Ms. Schick and second by Mr. Smith, the Board voted unanimously to accept the financial reports for July 21, 2019.

On a motion by Mr. Richardson and a second by Ms. Codina, the Board voted unanimously to accept amending the 2019 Operating budget to add “Legal” under the Professional Services line.

On a motion by Mr. Smith and a second by Ms. Schick, the Board voted unanimously to give the Library Director the authority to make a determination, on a case by case basis and report to the Board, allowing a staff member to receive payment for unused vacation at the end of the calendar year.

On a motion by Mr. Richardson and a second from Mr. Smith, the Board voted unanimously to obtain a Costco membership for the Library.

On a motion by Ms. Schick and a second from Mr. Richardson, the Board voted unanimously to accept the Hays County Elections Contract.

On a motion by Ms. Schick and a second from Mr. Smith, the Board voted unanimously to order the Election for Board of Trustees in November 2019.

On a motion by Mr. Richardson and a second from Mr. Smith, the Board voted unanimously to appoint Marcia Atilano, Library Director, as the Elections Officer for any Board of Trustees election.

No action was taken in selecting and appointing a new Treasurer

No action was taken in approving a job description and job posting for a Capital Campaign Coordinator

No action was taken in negotiations with PGAL

On a motion by Ms. Schick and a second from Mr. Smith, the Board voted unanimously to adjourn the meeting.

Adjourned at 10:38 a m

Melva Codina, Secretary